

DATE: DECEMBER 15, 2004

TO: DIRECTIVES POINTS OF CONTACT (DPCs)

FROM: BRIAN D. COSTLOW, ACTING DIRECTOR
OFFICE OF MANAGEMENT COMMUNICATIONS, ME-43

SUBJECT: PAGE CHANGE for DOE M 426.1-1A, *Federal Technical Capability Manual*

This is to notify you that the subject draft Page Change has been posted on RevCom for your review and comment. Changes are highlighted by red lines and strikeouts in the PDF file. This Manual provides requirements and responsibilities for maintaining a technically competent workforce in order to accomplish the Department's mission in a safe and efficient manner.

INSTRUCTIONS

Due to the holidays, comments on the draft Page Change are due by January 28, 2005.

This due date is for Headquarters DPCs to submit consolidated comments using RevCom. To accommodate this due date, Headquarters DPCs may set separate due dates for field offices under their purview using the Set Site Deadline link in RevCom. Extensions to the commenting period are discouraged and will only be granted with the permission of the Office of Primary Interest (OPI). Any extensions granted will apply only to the requesting organization and will not be blanket extensions.

Commenting Organizations:

Comments must be identified as either Major Comments or Suggested Comments. Major comments address issues serious enough to preclude or significantly hamper the Department's ability to do any of the following:

- accomplish policy objectives and missions;
- comply with applicable laws, rules, and regulations;
- perform efficiently and economically; or
- fulfill contractual obligations and formal commitments.

Each major comment must be justified as such using one of these criteria. The head or deputy of the commenting organization must authorize major comments. Any comment labeled as a major comment that does not meet the criteria specified above will be considered a suggested comment.

The first issue for consideration is whether this directive should apply to your organization. If it should not apply, provide such a comment with a justification in the "Overall Comments" section.

The Office of Primary Interest:

The OPI must respond to all major comments submitted by the Headquarters DPCs, but responses to suggested comments are at the OPI's discretion.

Directives Points of Contact:

- DPCs must either record comments or click the No Comment button in RevCom.
- Headquarters DPCs must consolidate comments received from their subject matter experts and/or field DPCs and submit them to the OPI using the Department's RevCom system (<http://www.revcom.doe.gov>).
- Headquarters DPCs may authorize and submit as official organization comments **ONLY** those that mirror the views of the Secretarial Officer.

Please address specific questions on the content of the draft Page Change to Craig West, 202-586-9559, Internet: craig.west@hq.doe.gov.

Questions on the Directives System should be directed to Gail Cephas, 202-586-1049, Internet: gail.cephas@hq.doe.gov.